



forScore  
the music reader for iPad

User Guide  
version 10.4

## Getting the most out of this guide:

This document was designed to introduce you to forScore's many features, and to give you a framework of knowledge to use as you continue exploring and learning on your own. It's not a technical manual and isn't intended to provide exhaustive step-by-step instructions for every situation.

Every person learns differently, and while we do our best to make things clear for users of all levels, you may have some questions that aren't answered here. If that's the case, just head to [forScore.co/support](https://forscore.co/support) and send us a message so we can help.

## A note about Drag and Drop in iOS 11:

With iOS 11, Apple introduced Drag and Drop—a new way of working with all sorts of content, not just within forScore but between it and many other apps on your iPad. We've woven support for these new gestures and capabilities into forScore in dozens of ways. In most cases Drag and Drop doesn't allow you to do new things, but it does make doing a lot of common things a lot faster.

To keep things simple, this guide doesn't call out every situation where Drag and Drop is available. Instead, we provide a section at the end of this document that helps you understand when Drag and Drop can speed up the tasks you've learned about in earlier sections.

## Additional information about this user guide:

This user guide is provided as a courtesy, as-is and without guarantee or warranty. Although we thoroughly proofread the content herein for accuracy and clarity, you are solely responsible for the integrity and protection of your information while using forScore.

This guide was last updated for version 10.4.7, and all features are subject to change without notice. If you are unsure how any of the processes described in this guide may affect your information, consider making backups of both your library data as well as your files themselves before proceeding.

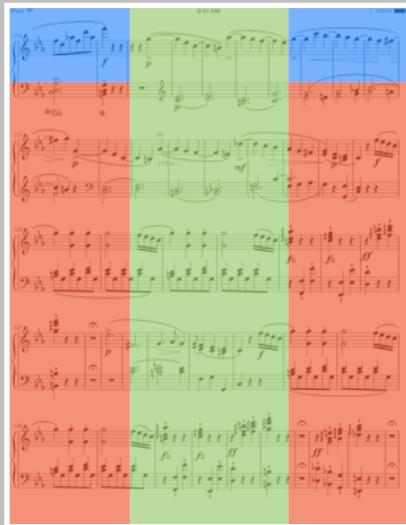
Please remember that many musicians rely on the legitimate sale of their sheet music as an essential part of their income. Although forScore provides the mechanism for downloading PDF files directly from the web, it is solely your responsibility to ensure that doing so does not infringe upon any current laws or restrictions under which you are subject.

For any questions, corrections, suggestions, or concerns, please visit [forscore.co/support](https://forscore.co/support) and send us a message—your feedback is how we make better products.

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# Basics



forScore's tap zones:

Tap the red areas to turn the page, tap the green area to show and hide the controls, and tap the blue corners to reopen the last-viewed menu



iPad Pro:

Users with a 12.9" iPad Pro will see two additional items in the main control bar, one after the Setlist menu and another before the Search tool; tap and hold either of these icons to change them

Welcome to forScore, the music reader for iPad! Here are a few quick things you should know before you get started:

## Turning Pages

Turn the page with two basic kinds of gestures: swipes and taps. Swipe left or right across the screen like flipping through pages in a book, or simply tap either side of the screen once.

## Landscape

To get a better view of your score, turn your iPad sideways: the page will fill up the screen's width and extend downward if necessary. Swipe or tap to scroll from top to bottom and between pages, or drag the page up and down with your finger.

## Controls

To save real estate, all of forScore's controls are hidden by default. A quick, single tap in the middle of the page will reveal these controls:



This control bar along the top of the screen gives you access to six important items (in blue): scores, bookmarks, and setlists on the left, and search, audio utilities, and the tools menu on the right. These six items are discussed in greater detail throughout this guide.

The darker area in the middle of the toolbar displays the current item's title and composer and gives you quick access to important settings and tools. By default, the button on the left toggles either half-page turns or a two-page view, depending on the orientation of your iPad. The button on the right reveals a second page of tools, and you can swipe left and right to move between pages at any time. Use the edit button on the second page to place the two you use the most on the first page for easy access.

## Seek Bar

Across the bottom of the page, a slider control allows you to quickly preview and jump to any page in the current score. If you've added bookmarks to your score, the name of the bookmark hovers above your finger as you slide the control across the screen.

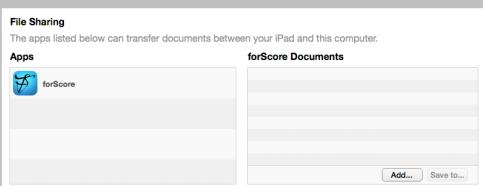
## Zoom

Place two fingers on the screen and move them farther apart to zoom in, or closer together (pinch) to zoom out. Double-tap the screen while zoomed in to return to the normal size.

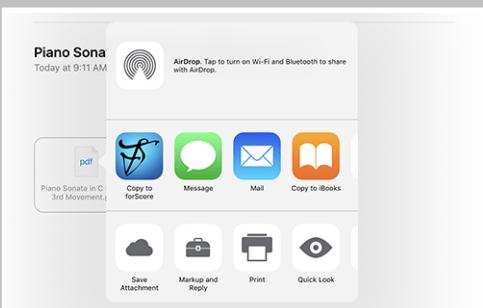
# Adding Files

## Things to Know

You can use virtually any PDF file with forScore, but not every file works perfectly. Very large files may not perform well with forScore (or any PDF reader) especially on older iPads, so if you're scanning your own files you may need to try a few different settings before you find a good balance of quality and size.



iTunes' File Sharing panel has limited support for working with subdirectories, so forScore does not support organizing your files in this way. Only add files to your forScore library, not folders.



Look for this icon when working with PDF files in other apps; it usually indicates that the app supports copying the file to other PDF-compatible apps on your device, including forScore



## From Your Computer (with iTunes)

If you already have a PDF sheet music collection on your computer, this is the easiest way to get started: connect your device to your computer and click the iPad icon in the iTunes navigation bar\* then select "Apps" from the sidebar on the left (this is called "File Sharing" as of iTunes 12.7).

If needed, scroll down to the bottom of the main view until you see the File Sharing section. This panel shows apps on the left and documents on the right; select forScore and use the "Add..." button or drag one or more PDF files into this panel to copy them to forScore. Select one or more files and use the delete key to remove them. Files are copied immediately so there's no need to sync your iPad afterward, but you may need to drag the Score menu downward to refresh its listings, or close and reopen the app.

## From Other Apps

Use any app that supports iOS' sharing features to send a copy of a PDF file to forScore. From the Mail app, for instance, tap and hold your finger down over an attachment until a popup appears, then choose "Copy to forScore." In Safari and many other apps, tap the action icon (see the example to the left of this page) while viewing a PDF file. Each app works a little differently, so consult their documentation for explicit instructions.

## Services

If you've purchased content from digital retailers like [Musicnotes.com](#) or if you use a cloud storage service like Dropbox, use the Services panel to access your files. Visit the Services section of this guide to learn more.

## Text Files

You can also add text files (TXT, RTF, DOC, or DOCX) to your forScore library and they will be automatically converted to PDF files for you.

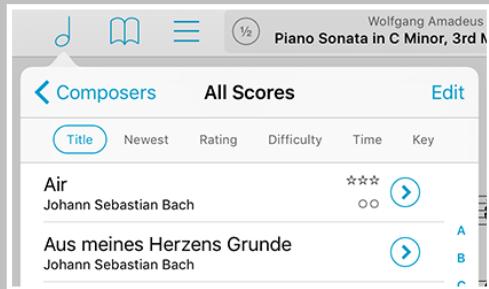
## Deleting Files

To remove a score from forScore, swipe your finger across it from right to left in the menu—it'll ask you to confirm so you don't delete anything by accident. You can also tap on the "Edit" button to select multiple items from the list and delete them all at once.

\*Different versions of iTunes may work differently. For additional instructions, please visit [apple.com/support/itunes](http://apple.com/support/itunes)

# Menus

Aside from scores themselves, the most common type of view you'll be working in with forScore is a menu, or a list of items. This guide explains the purpose of each individual menu in subsequent sections, but there are a few important concepts that are consistent throughout the app:



## Layout

Menus are usually presented in popups, and the first thing you'll see when you open one up is the navigation bar. It's the topmost portion of the popup, and includes a title as well as edit, add, and back buttons (when appropriate).

Below the navigation bar, you'll see a series of buttons that alter the content or sort order of the list below it. While you're editing a list, this bar may also show available actions, and it may scroll left and right if needed to display all of the options.

Next, you'll see the list itself, which also includes a search bar hidden up at the top—just drag the list downward until it starts to appear, then let go and it'll slide out. When you're done searching, or when you drag the list back up, the search bar will slide back under the control bar and hide out of sight until you need it again.

Menus may also include an index down the right-hand side which allows you to move quickly through the current list. Tap or drag your finger up and down over it to navigate to a particular spot or first letter (if the list is sorted alphabetically).

## Working with Lists

To open an item, just tap on it. If you're viewing a list of scores, you can tap and hold your finger down on an item to preview it. Then, tap the thumbnail image of the page to open it, tap the + button in the lower right-hand corner to open it in a new tab, or tap outside of it to close the preview. To delete or share an item, swipe your finger across it from right to left and tap one of the actions that appear.

*Note: In iOS 11, tap and hold gestures are used for Drag and Drop. Use a two finger tap and hold instead, or swipe from left to right over an item and tap "peek" to preview it.*

You may also see a button or symbol off to the right-hand side of each item. A plain arrow or chevron symbol indicates that selecting that row will display an additional list of items, such as selecting a composer to see all of their scores. A circled arrow is a button: tap on it to view and edit metadata for that item, or tap anywhere else in the row to open it.

One of the most important items in a menu is the edit button in the top right-hand corner. When highlighted, you can choose multiple items in the list and use the options along the top of the list to work with those files in a number of different ways. These options can vary, but usually include the ability to select all items, reset (de-select all items), and delete items.

# Scores

## Organization

The score menu can organize your files by Composers, Genres, Tags, and Labels. These lists are generated dynamically, so they'll only show values currently being used by one or more items in a library.

Tap any of these entries and you'll see a new list containing all of the scores that pertain to that category. A single score may be visible in several different lists, so long as it matches the corresponding category or setlist. (For example, a score with the composer "Johann Sebastian Bach" and the genre "Baroque" will be listed under both categories.) Most submenus can be sorted by date added, rating, difficulty, key, time, or alphabetically.

*Note: By default, forScore sorts Composers alphabetically by last name. You can change this in the app's settings panel to sort by first name.*

## Libraries

Tap the "Library" button in the top left-hand corner of the menu to create and view separate collections of music.

## Find & Filter

Drag most menus downward to reveal a search bar that lets you quickly find a particular category or item in the list below it. In many score menus, a filter icon on the left-hand side of the search bar lets you narrow down your results even further by cross-referencing categories using advanced rules (i.e. only show items that include or exclude specific categories).

## Metadata

A small circled arrow button off to the right-hand side of individual scores opens the metadata editor, which you can read more about in the Metadata section of this guide.

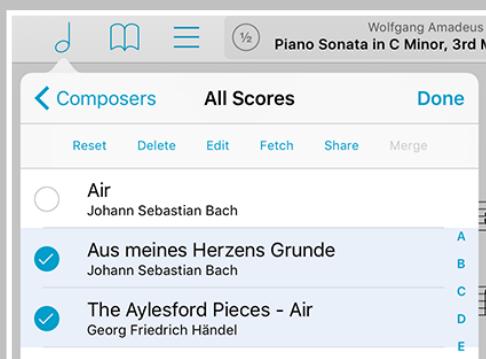
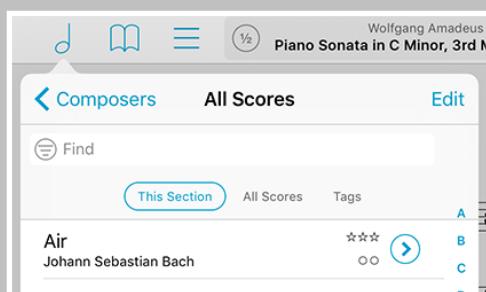
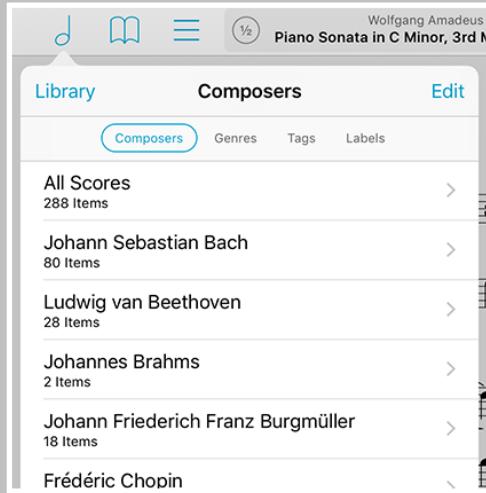
## Managing Files

To delete a score, simply swipe your finger across the corresponding entry in the menu from right to left and press the "delete" button. You can also tap the "Edit" button to select one or more items in the list and work with them in different ways, depending on the context.

## Merging Files

If you have pages of a score in individual PDFs or several different sections that you'd like to combine and play through continuously, tap the "Edit" button and select two or more files in the order that they should be combined. Then, use the "Merge" option to provide a title to create a new, multi-page PDF file in your library.

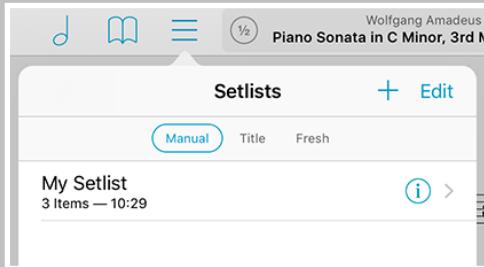
*Note: forScore scans for new files periodically. If you've just added something that's not showing up, drag the score menu downward until you see the refresh symbol, then let go to update the listing.*



# Setlists

## The Setlist Menu

Unlike the score menu, with automatically generated contents, the setlist menu is completely manual. Create a setlist by tapping the + button and typing in a title, and rename or move it up or down at any time by tapping the “edit” button. Tap on any setlist to view or edit its contents.



Use setlists to manually group and arrange your scores, and to quickly navigate between them

The main list of setlists and the contents of each individual setlist can be sorted manually, alphabetically, or by least-recently played (fresh). In addition, a setlist’s contents can be sorted randomly and shuffled at any time: drag the list downward until you see the refresh control, then let go to re-shuffle the queue.

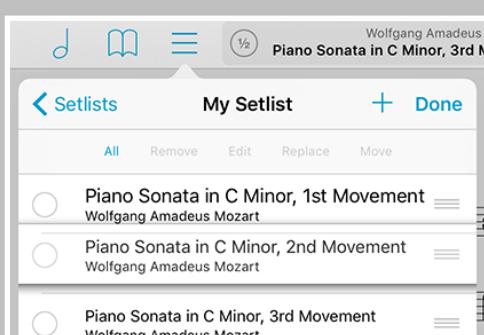
## Setlist Editor

While viewing a setlist, use the + button to add new items to it. A full-screen editor will appear, showing you the current setlist on the left and your library on the right. The library view lets you see a complete list of your scores sorted alphabetically, or it lets you browse just like you can in the Score menu—by composer, genre, tag, or label—and sort within a category by title, newest, rating, difficulty, time, and key.

Tap on any item in the library view (on the right) to add it to your setlist (on the left). A dot appears next to any item that already exists in the setlist. You can also delete items from the setlist or rearrange them at any time.

You can also replace items in your setlist by tapping to select them. Once they start pulsating, select from your library to take its place. Or, if you change your mind, tap the setlist item a second time to de-select it.

Three buttons along the bottom of the editor give you additional options: add the current score to your setlist, create a placeholder with a custom name, or add all of the items listed on the right to your setlist at once.



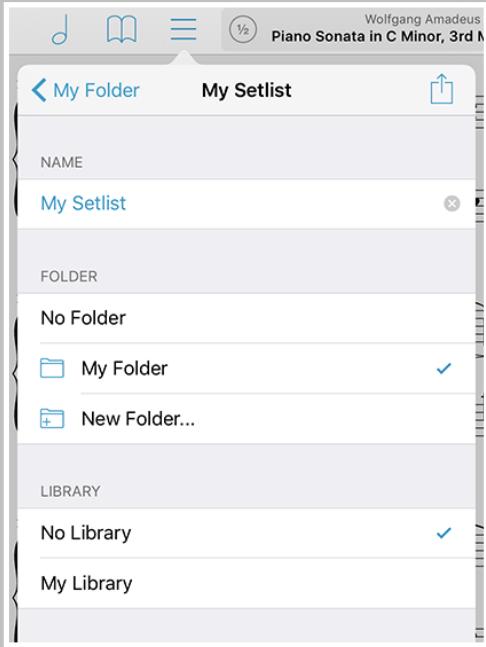
## Rearranging Setlists

With the “Manual” sort order selected, you can arrange your setlists or their contents by tapping the Edit button and using the control on the right-hand side of each item (three horizontal lines). Tap and hold the control until the row pops out of the table view, and then drag the score upward or downward and let go when you reach the correct spot.

## Deleting Setlists & Removing Items

To delete an entire setlist, swipe your finger across it from right to left and confirm by pressing the “delete” button. You can also tap the “edit” button and select one or more setlists, then choose “delete” from the options near the top of the menu.

Use the same process to remove one or more entries from a setlist (note that the buttons will read ‘remove’ instead of ‘delete’ since removing an item from a setlist doesn’t affect the original item).



## Setlist Metadata

The setlist metadata panel lets you change a setlist's name, manage its folder location, or choose which libraries it belongs to (if you've created any). Tap the circled "i" button next to any setlist to see these options. You can also use edit mode to select several setlists and choose the "edit" option near the top of the menu to batch edit them.

## Setlist Folders

Use folders to better organize your setlists. Unlike in the score menu, where an item can appear in multiple category lists based on its attributes, folders are concrete locations; a setlist can only ever be in one folder at a time, just like on a computer. This allows you to do things like create an "archived" folder for setlists you want to keep but aren't currently using.

To create a new empty folder, tap the "edit" button and then tap the new folder icon with a "+" symbol inside it. Supply a name and your folder will appear at the bottom of the list. Folders can be rearranged and mixed in with your other setlists, so feel free to put them anywhere in your list.

Use the setlist metadata panel to move a setlist into or out of a folder. Tap the circled "i" button next to any setlist or use edit mode to select multiple setlists and batch edit them to change their folder location. Select any existing folder, create a new one, or select "no folder" to move your setlist or setlists.

## Edit Mode Actions

In the main list of setlists, entering edit mode and selecting a setlist will allow you to perform several different actions: delete, duplicate, share, or edit its metadata. If you select multiple setlists, you'll be able to either delete them or batch edit some of their metadata. Below you'll learn more about the actions we haven't already covered in this section.

### Sharing Setlists:

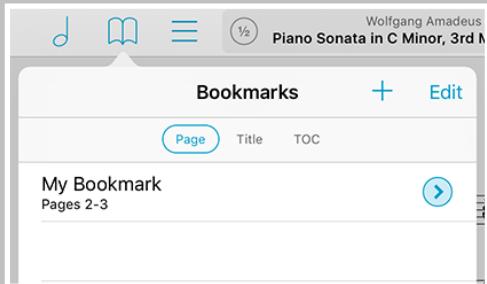
Setlists can be shared in a variety of different ways. You can share a simple text list, a forScore-specific '4SS' file format, or as a single PDF (with or without permanent annotations).

The 4SS file format is the best way to share your setlists with other forScore users. You can choose to send just the setlist information, in which case it's up to the recipient to provide their own PDF files (forScore uses placeholders for missing files). Or, you can send the setlist and all of its associated files (you can choose whether or not to include score-specific metadata).

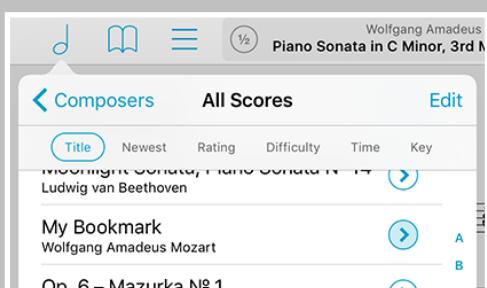
### Duplicating Setlists:

Use the "duplicate" action to create a second copy of a setlist. This can be helpful if you have a setlist that you use often but need to tweak for a specific situation—make your changes and the original will remain intact.

# Bookmarks



You can tell which items are bookmarks rather than standalone PDF files when the arrow button next to them is filled with a semi-transparent shade of blue



Bookmarks show up alongside the rest of your files in the score menu, and you can add them to setlists independently of their parent file

Bookmarks are a great way to work with a particular section within one of your existing files. They appear in the score menu like any other item, start and stop on the pages you specify, and can even have their own metadata and audio tracks. They also show up in the bookmarks menu, which only shows bookmarks for the score you're currently viewing. You can sort them alphabetically or by page number, and search for a specific title.

## Creating Bookmarks

In the bookmarks menu (the open book icon), tap the + button at the top to open the bookmark creator, and type in a title as well as start and end page numbers. If something is wrong with the values you've entered, the bookmark validator will alert you. Once any errors have been corrected, tap the Save button to finalize your bookmark.

*Tip: for a traditional bookmark that simply opens your file to a particular page, leave the "to" page field empty. Note that these bookmarks aren't visible in the score menu.*

### PDF Text Search (optional, iOS 11 required):

As you type in the title field, forScore can search for occurrences of your text within the current PDF document. If a blue badge appears to the right of the text field, tap it to see every instance of your text and select one to quickly set a starting page number.

### Table of Contents:

If your PDF file contains a table of contents, you can view it by selecting the menu's third sort type, "TOC." Tap on an item to go to that page, or tap "Import" to create bookmarks using this information as a starting point.

### CSV Files:

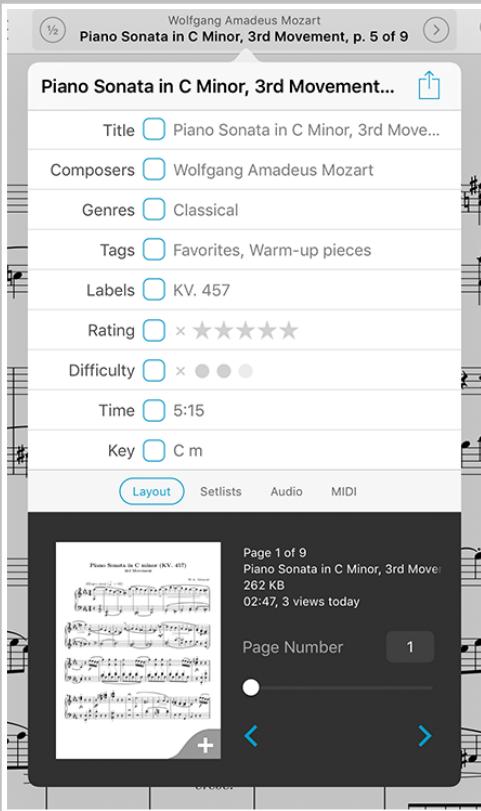
If you have CSV (comma-separated value) files, you can use the Indexes feature to create your bookmarks. Add the file to forScore using any of the same methods you use to add PDFs, then tap the "Indexes" browser in the top left-hand corner of the Bookmarks menu and choose your file to begin.

This panel lists the values found in each row of your CSV file, and you can tap on a value to specify how it should be used in forScore. Use the arrow buttons along the bottom to verify that the information in each row looks correct, skipping any header or footer rows and adjusting page numbers if needed. When you're done, tap Save to create your bookmarks.

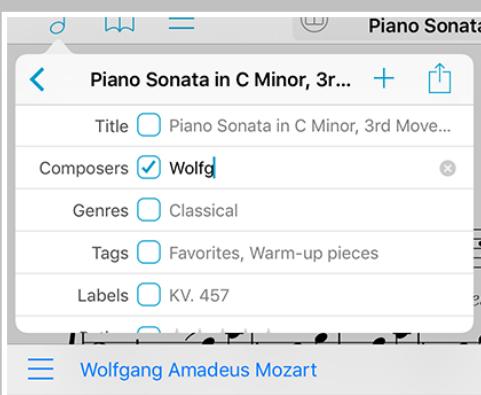
## Editing & Deleting Bookmarks

To edit a bookmark, tap the round arrow button next to it just like you would with a score. The metadata panel shows two additional fields in the "Layout" section for start and end page—these values can be changed at any time, along with the other standard metadata values. You can delete a bookmark at any time using the same methods you use to delete a score (the bookmark's source file will not be removed). Note that deleting a score also removes all of its bookmarks.

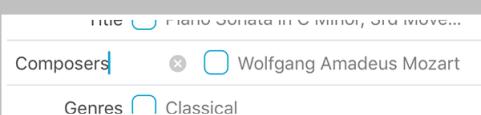
# Metadata



Tag your files with different pieces of metadata, and the menu listings will be generated automatically



Tap a suggestion just above the keyboard while typing to quickly add existing values to an item



Tap to rename most of the metadata names to better suit your needs

You can view and edit score metadata several ways: tap the title of the current score in the center of the main toolbar (see the image on the left), tap the arrow button to the right of any item in the menu, or use edit mode in the menu to select multiple items and batch edit their properties.

## Metadata Types

Each score and bookmark in your library can be tagged with a title, rating, difficulty, time, duration, key, and multiple composers, genres, tags, and labels. While typing in a new composer, genre, tag, or label, you may see a suggestion appear in the toolbar above the keyboard. These suggestions, already in use elsewhere in your library, are updated automatically as you type and let you quickly reuse values and save time.

A box on the left-hand side of each text field shows you what will happen when you close the metadata panel. A check mark indicates that the changes will be saved, while an empty box indicates that any changes will be discarded. If you're batch editing multiple files, a check mark indicates that the current value will replace any existing values for each file while a plus symbol indicates that new values will be added to each file's existing information. These boxes update automatically as you edit information, but you can tap them at any time to change them.

To add multiple composers, genres, tags, or labels to your score, use a comma to separate each phrase (i.e. "Favorites, Warm-up pieces"). Your score will then be listed under each of those items in the menu.

## Customization

Some of forScore's default metadata types might not fit your needs, and you can rename most of them to better suit your situation. (See the image in the bottom right-hand corner of this page.)

## PDF Info Fetching

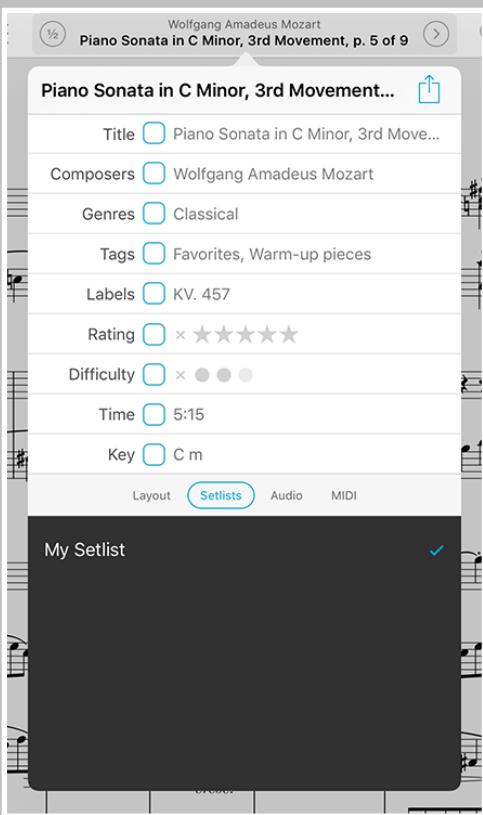
PDF files sometimes contain their own information for title, author, subject, and keywords, which can be used by forScore as values for title, composer, genre, and tags respectively. While editing any of these fields, tap "Fetch..." above the keyboard to see if any of this information exists and then decide if you'd like to use it or not.

## Sharing

Use the action button in the top right-hand corner of the panel to print the current score or share it via email, AirDrop, or with other PDF-compatible apps on your iPad. When sharing a file, you can either send the original PDF, an annotated PDF, or you can send a 4SC format that includes annotations, metadata, links, and more. Note that 4SC files can only be used by other forScore or forScore mini users.

## Layout

The lower portion of the metadata panel is divided up into several sections. The layout section shows a small thumbnail of the current item (swipe or use the arrow buttons to turn pages). Tap this image to open the score or tap the + icon in the bottom corner to open it in a new tab.



If you’re editing a score, you’ll see a field on the right that allows you to adjust your page numbers to match printed copies, if needed. You’ll also see a margin adjustment slider that lets you increase the size of every page in a score by the same amount at once. This is useful for removing uniform margins, but consider using the “Crop” function in the tools menu to adjust or re-center individual pages more precisely. Cropping takes precedence, so the margin adjuster won’t affect cropped pages.

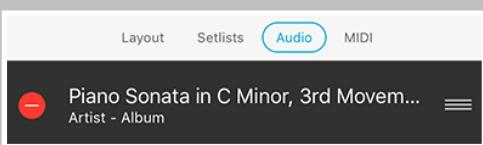
If you’re editing a bookmark, this portion of the screen will instead allow you to view and change the bookmark’s start and end page numbers.

## Setlist and Library Membership

The “setlists” tab lets you quickly manage which setlists the current score is a part of. Tap a setlist to add the current score to it (a blue checkbox will appear) and tap it again to remove it. If you have any libraries set up on your device, an additional “libraries” section allows you to make similar changes.

## Music Binding

If you have an audio track of a particular piece, you can bind that track to the corresponding sheet music in forScore and control playback directly from within the app. Select the “Audio” tab and tap the round + button to select tracks from your iTunes music library, or tap the rectangular + button to view files stored in the app’s documents directory. (Audio files can be created using the record feature, imported from other apps, or transferred via iTunes file sharing.)



Associate each score with an audio track in your music library, and it’ll be queued up and ready for you to play whenever you’re viewing that piece

The media box updates every time you turn the page, disappearing if there is no track associated with the current score or bookmark, so you don’t have to spend time looking through your audio library every time you want to listen to it—just press play.

If multiple tracks are associated with the current score, swipe left and right over the album artwork to move between them.

Learn more about working with audio tracks in the next section.

## MIDI

In the “MIDI” section of the metadata panel, you can assign a unique command to each score and open it with some MIDI devices. You can also save a list of commands to be sent out each time that score is opened. If you plan to use the same set of commands more than once, presets make it easy to save them and assign them to other scores later.

*Note: USB-enabled MIDI devices can often connect to an iOS device via Apple’s Camera Connection Kit, while others may require an adapter like the iRig Midi.*

# Audio

When needed, forScore's audio panel can be found along the bottom of the main view. It appears and disappears along with the rest of forScore's controls when you tap the center of the screen.

This panel is available if you're viewing a score that has an audio track or recording associated with it (see the Metadata section for more details on managing audio tracks), or if another app is playing audio and the "use external audio" option is enabled in forScore's settings panel.

*Tip: Tap or drag the pill-shaped control at the top of the media box downward to hide it if it's in your way. Enable the "always show playback controls" option in the settings panel and the rewind, play, and pause buttons will remain on-screen even when the media box is hidden.*

## Playback

**Adjustment:** With most audio tracks you can adjust their playback speed and pitch independently. These options are saved automatically per score. (See the sidebar for specific examples and restrictions.)

**Locking:** If your settings allow you to flip between scores, you'll see a lock icon in the media box that prevents you from accidentally flipping to the next or previous score as long as the track is still playing.

**Replay:** Automate your page turns by recording them in conjunction with a linked audio track. Tap the Replay button in the media box (the page with an arrow in it) and turn pages while the track plays. On subsequent plays, pages will turn themselves at just the right moment.

While replay mode is on, small lines in the seek bar will show you where saved page turns are located. An X button will also appear on the right-hand side of the seek bar, allowing you to delete saved page turns and start from scratch.

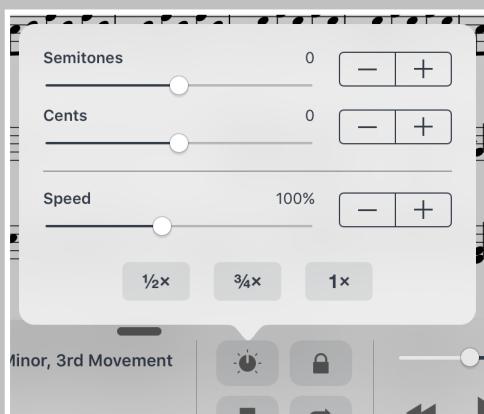
**Looping:** If you'd like to loop a portion of the song, just tap on the repeat symbol and drag the two handles left and right to set the loop time.

## Recording

Whether you'd like to review your practice sessions later or share your progress with friends and colleagues, forScore's recording feature can help. Choose "record" from the tools menu, then tap the microphone icon when you're ready. You'll see a red volume meter so you can make sure you're close enough for the microphone to pick up clear audio. Tap again to stop recording, and then either save or discard it. Saved recordings are automatically linked to the current score so you can review them later.

The list icon next to the microphone lets you view, share, or delete any recordings you've made for the current score.

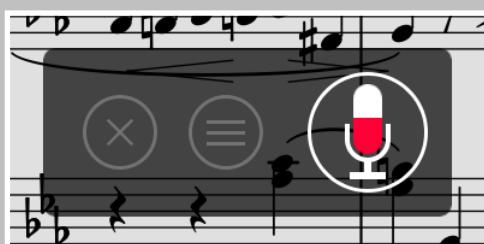
*Note: The media box is not visible while recording. Tap the X button when you're finished recording to continue using the media playback controls.*



Audio track adjustment availability depends on each track's properties:

DRMed files or files that haven't been downloaded to your device can be played at 50%, 75%, or 100% of their normal speed.

Other tracks can be played from 25% to 200% of their original speed, and their pitch can be independently adjusted by up to an octave in either direction.



Only recordings made while viewing the current score or bookmark are visible in the recording panel's list view. If you'd rather make the audio file available to all scores, swipe over the recording from right to left and choose "unlink."

# Metronome

## Modes

With forScore's metronome, you can use several different methods to keep time. In Audible mode, you'll hear a tick at regular intervals, based on the beats per minute (BPM) that you set. With the Visible metronome, a black border pulses around the edges of your score, allowing you to keep time visually while still being able to see the entire page. If you like, you can use the Both option to both see and hear the metronome simultaneously.

### BPM and Time Signature

For each score in your library, forScore saves a unique BPM value and time signature that's automatically used every time you return. Just tap either value to change it with the number keypad. You can also adjust the current score's BPM by rotating the wheel, using the + and - buttons, or by tapping twice in the center of the screen.

### Channels

If you're using headphones or a line out, an icon at the top of the panel controls which channel(s) the audio plays through. Tap to toggle between left, right, and both channels.

### Count In

Use the "Count In" feature to automatically turn off the metronome after a certain number of measures.

### Autoturn

For scores with sequential pages, forScore's metronome can also turn the pages for you automatically. To use autoturn, follow these three steps:

- For each page of your score, enter in the number of beats on that page or type in the number of measures and the app will do the math for you. If you're on the first page of your score, consider adding a few extra beats as a lead-in.
- Tap the autoturn button to turn it on (if it isn't already)
- Start the metronome by selecting Audible, Visible, or Both

Once the metronome counts up to the number you've specified, the page will turn automatically.

If you're viewing your score in landscape mode, forScore will also scroll down when it reaches half of that number. (If you have 64 beats on a page, it'll scroll to the bottom of the page at 32 beats.)

Turn the metronome off at any point to reset the autoturn count.



The Pitch and Tuner utilities can also be found in this panel.

# Search

When you’re looking for something specific, the dedicated Search panel is the fastest way to find it. Unlike the search bar in many of forScore’s menus, which only allows you to narrow down the list of items displayed within that menu, the Search panel draws from many different sources.

Type in a phrase and you’ll see any scores, bookmarks, or setlists whose title contains that text, as well as any category names (composers, genres, tags, or labels), and actions (like “annotate,” “share,” or “settings”).

Tap a score or bookmark to open it, select a setlist to view it in the Setlist menu, and tap any metadata category to open it in the Score menu. If you choose the wrong thing, just reopen the search panel—the text you enter is preserved if you return within a short amount of time.

## Recent Items

When you open Search (before you’ve entered any text into the search bar) you’ll see the scores and bookmarks you’ve viewed most recently. By default, forScore shows the last five items you opened, but this can be customized in the Search section of forScore’s settings panel. Below that, you’ll see all of the scores and bookmarks in the current library. Once you start typing, these items disappear and you’ll see only relevant search results instead.

## Text Annotations and Notes

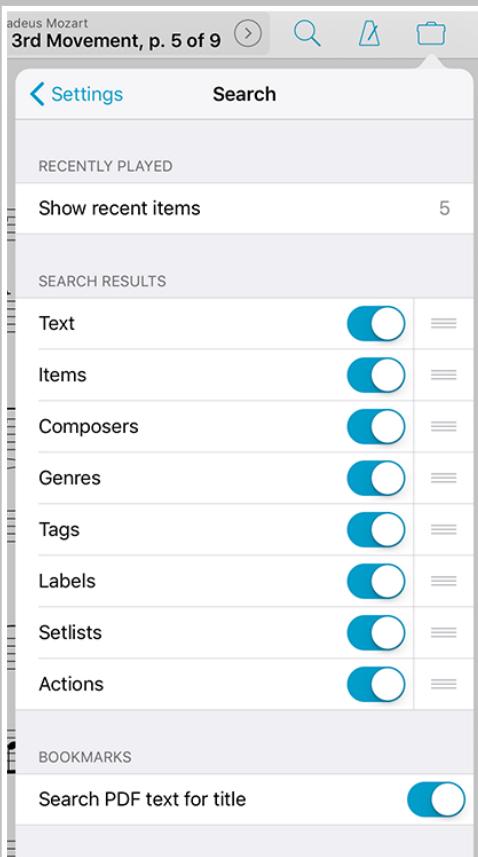
Not only can you find scores and bookmarks by their title or metadata, but you can also find individual pages whose text annotations or page notes contain the text you’ve entered in. Each result will show the score or bookmark’s name, the page number your text was found on, and a sample of the text with your highlighted result in context (so you can be sure you’ve got the right spot).

## PDF Document Text

If the PDF document that you’re currently viewing is text-based instead of image-based, forScore can look for instances of your search query within the contents of the file itself. Like text annotations and page notes, results are shown with the title of the score, the page number, and your search text with surrounding text to provide some context.

*Note: PDF text search is available for users running iOS 11.0 or later.*

## Settings



The “Search” section of forScore’s Settings panel allows you to adjust the number of recent items shown, which kinds of results are shown (and in which order), and lets you enable or disable PDF text searching when creating bookmarks.

The Search submenu in forScore’s settings panel allows you to customize the search experience to better suit your needs. Specify how many (if any) recent items you want to see when you first open the search panel, enable or disable certain kinds of results and reorder them so that some of them appear higher in the list than others. You can also use this panel to enable or disable automatic PDF text searching in the Bookmarks menu.

# Tools

The tools menu gives you quick access to many of forScore's functions. Some of these items are explained in greater detail throughout this guide.

**Annotate:** Use your finger to draw directly on the page, add text annotations, or use the stamp tool to add common markup symbols.

**Links:** Create links between two pages of the current score to quickly handle repeats.

**Buttons:** Place tappable circles on a page to trigger certain actions.

**Rearrange:** Move, duplicate, rotate, or delete pages of your score.

**Versions:** Save and restore complete sets of metadata, annotations, links, and notes for any PDF file in your library.

**Notes:** Keep track of important page-specific information.

**Crop:** Maximize your screen real estate by fixing crooked scans, removing excess margins, and getting the best possible view of each page.

**Share:** Print a score, send it to another PDF-compatible app on your iPad, or share it via email, AirDrop, and more.

**Store:** Discover and buy commercial sheet music optimized for iPad.

**Services:** Download files right to your library or save them to the cloud for safe keeping and easy access.

**Darkroom:** Create PDFs from images in your iPad's photo library or use the built-in camera to take pictures of each page on the spot.

**Templates:** Create new PDF files by picking a style and number of pages.

**Piano:** Use this keyboard to work through tricky measures on the go.

**Record:** Review or share your practice sessions.

**Perform:** Temporarily disables most of forScore's gestures and auxiliary features, letting you focus and turn pages even more reliably.

**Cue:** Broadcast page turns and/or program changes to nearby iPads.

**Console:** Edit metadata and add files to your forScore library from a computer on the same wi-fi network with this web-based interface.

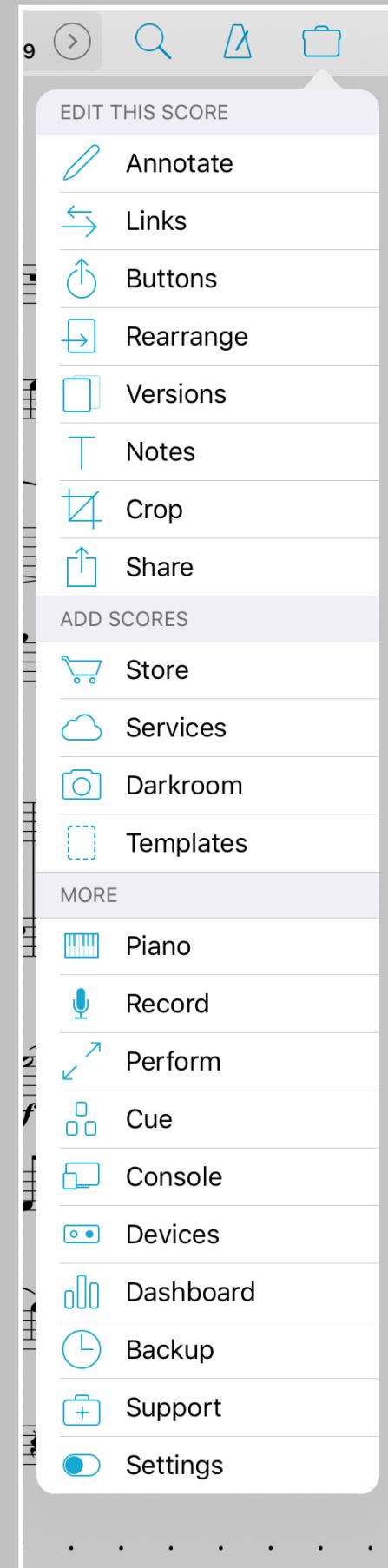
**Devices:** Connect select Bluetooth Smart accessories to forScore, such as IKMultimedia's iRig BlueBoard or FiftyThree's Pencil.

**Dashboard:** See what you've been playing and set goals, send reports, or share your progress with friends.

**Backup:** Create and restore from forScore library backups.

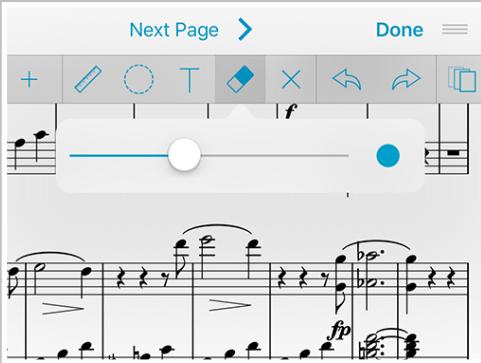
**Support:** Learn more about forScore, see which version you're using, view library statistics, or send us questions and comments.

**Settings:** Customize your forScore experience to meet your needs.



Tip: Many of these actions can be assigned to three customizable gestures via the settings panel

# Annotation



In most cases, tapping the currently selected tool presents additional options



Use the arrow button in the top left-hand corner to switch between a five-column or a compact single-column view. Both views scroll vertically to show more stamps.

Add notes to your score by selecting "Annotate" from the tools menu or by tapping and holding your finger on the page for a few moments. When you do, a new set of controls will appear along the top of the screen:



The set of three lines in each corner allow you to drag the control bar up and down, so you can annotate anywhere on the page. Tap cancel or done to discard or save your work, respectively, or tap 'previous page' or 'next page' to save your work and continue annotating on a nearby page.

On the second row of controls you'll see stamps, shapes, and a scrolling view of your drawing presets. Tap a preset to use it, and tap again to edit, move, or delete it. Use the last item in this area (+) to add new presets.

In the next section over you'll find additional tools like a ruler, a selection tool, a typing tool, an eraser so you can remove certain annotations and delete links or buttons, and a clear tool if you want to start from scratch.

Use the undo and redo buttons in the next section to quickly correct mistakes, and use the button in the final section to access any snapshots you've made for the current page.

## Stamps & Shapes

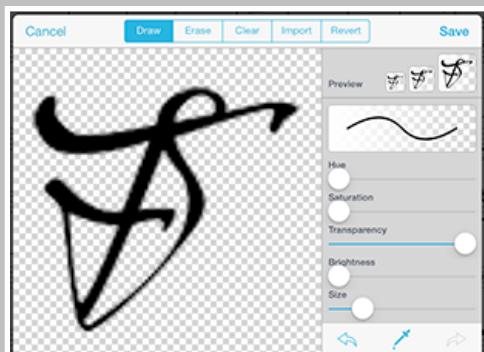
Some musical symbols cannot be typed into a text box or drawn precisely, but with the "Stamps" and "Shapes" tools you can place these kinds of annotations on the page quickly and easily. Tap to select either tool, then tap again to see all of the available options for each. Select one and drag your finger around on the page to see how they work. At the bottom of the panel, use the size slider to adjust a stamp's size or a shape's line width.

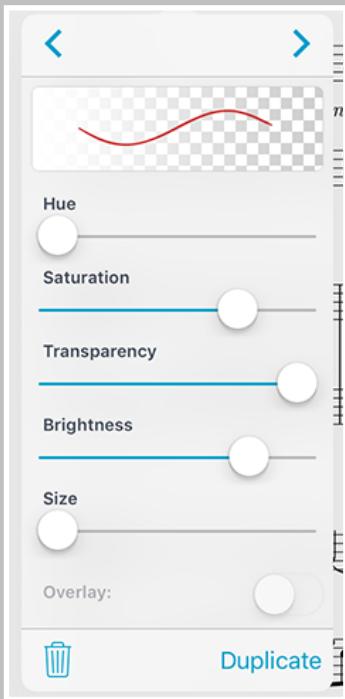
*Tip: Use the "tint" tool to color your stamps on the fly. Tap "tint" at the top of the stamp picker, set a color and enable tinting by flipping the switch in the top right-hand corner, then use the stamp tool like you normally would. You can change the color of each shape individually by tapping the arrow next to it. Note that tinting does not affect any existing annotations on the page.*

You can add your own stamps by pressing the + button or edit any existing stamps by first selecting them, and then tapping the action button. This will launch the stamp editor, where you can draw or edit your design.

You can also create stamps by importing your own images. First, create an image on your computer (it must be a PNG image, and for best results should be 144x144 pixels), and add it to forScore via iTunes File Sharing. Then, create a new stamp and press the "Import" button to see the PNG files on your iPad. Tap on one to place it on the canvas and continue to edit it or simply save it as is.

*Tip: The import list allows you to delete images you no longer need: just swipe from left to right over the item in the list and tap "delete" to confirm.*





Tap a drawing preset once to select it, then tap again to edit it

If you use particular stamps more often than others, you can rearrange them as needed. Tap and hold a stamp for a moment, then drag it around on the screen, and the others will move out of the way. You can also delete a stamp by selecting it and then tapping the trash can button at the bottom of the panel.

## Drawing Presets

Drawing presets allow you to create an unlimited number of different styles perfectly tailored to your needs. Tap the + button to create a new preset, or edit any existing preset by tapping it once to select it and then tapping again to show the editor. You can adjust the hue, saturation, transparency, brightness, size, and overlay mode for each preset. Use the arrow buttons to rearrange your presets, or use the buttons in the toolbar along the bottom of the editor to delete or duplicate your preset.

## Ruler

When you need to draw straight lines or precisely align your stamps and shapes, the ruler tool is ready to help. Just tap the ruler icon to show or hide it. Reposition it by dragging it around on the page, or rotate it by placing two fingers within the ruler and spinning them clockwise or counter-clockwise: as you do, a dot will appear showing you the current angle. When you get close to 0°, 45°, or 90° (or multiples of them), the dot will turn blue and the ruler will snap to that value.

Place your finger near either edge of the ruler to draw a straight line or to position your stamp or shape along it. If you start drawing further away from the ruler and draw into it, your markings will stop at the edge.

## Selection Tool

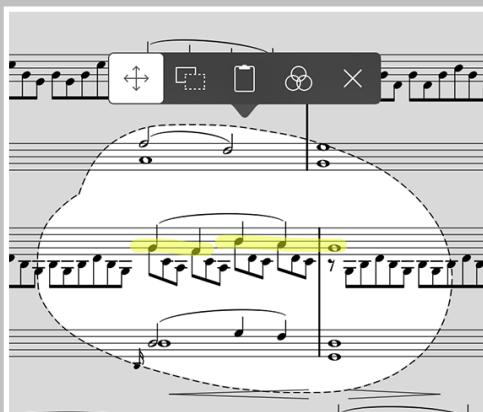
The selection tool allows you to edit a specific area of drawn annotations after they've been made (that includes stamps and shapes). Draw around the annotations you want to edit and you'll see several new actions appear in a dark popup near your selection. The move tool, active by default, lets you reposition your annotations: simply drag your selection around on the page, then tap outside of it to commit your changes or tap within the selected area to continue editing it.

You can also choose from one of the other four actions: Duplicate, Copy, Adjust, and Clear. The duplicate action creates a copy of your drawings that you can then drag to reposition, and Clear erases the selected area.

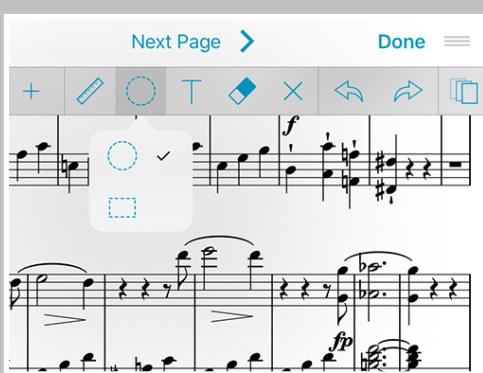
Copy saves the currently selected drawings and lets you paste them on another page, even in another file. With the selection tool active, tap to place the copied drawings onto the page (drag to reposition if needed).

The Adjust action lets you re-color your annotations by changing their hue, saturation, brightness, and opacity.

*Tip:* When you choose the Adjust action, forScore scans your selection to find the dominant color and uses it to set up the adjustment sliders. All affected annotations will immediately adopt that color, and you can change the slider values to suit your needs from there.

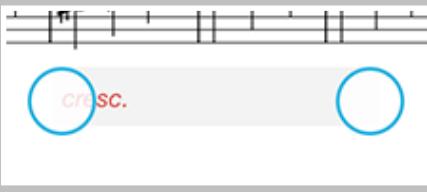


Tap within the selected area to show or hide the action popup



Tap to choose the selection tool, tap again to change its selection style

## Text Annotations



Text annotations can be used to display custom text directly on the page at all times. With the “type” mode selected, tap anywhere to create a text box. You’ll see two small handles on either side of the box: the left handle allows you to move the text box around the screen, while the right handle allows you to change the width of the box. When you do so, the text box automatically adjusts its height to ensure that all of the text is visible.

Tap inside a text box to edit it and you’ll see a toolbar appear with several buttons on it. The “Format” button allows you to change the font, size, and color of an annotation (save them as the default settings for any new text boxes if you like). The “Delete” button removes the current text box, and the “Done” button completes the edit. You can also tap anywhere on the page outside of the text box to finish editing and dismiss the keyboard.

## Layers

Use layers to separate your annotations, allowing you to work with one set of markings without affecting any other. The Layers panel lets you view and manage layers, pick the active layer, and reorder, hide, duplicate, clear, or combine them.

## Apple Pencil

When you’re using Apple Pencil, forScore gives you additional options that allow you to work more naturally. “Automatically enter annotation mode” activates the drawing tools the moment Apple Pencil touches the screen, and “automatically exit annotation mode” saves your changes after a brief pause. We refer to these settings collectively as “live annotation.”

Although iOS and Apple Pencil work together to avoid unintentional input, no system is perfect and you may find that your hand or wrist can interfere with drawing. If you use the live annotation options, you can choose to “prevent finger drawing” as well. When you do, you’ll still be able to use your finger to do things like drag the page up or down, but only Apple Pencil will be able to make annotations.

## Settings

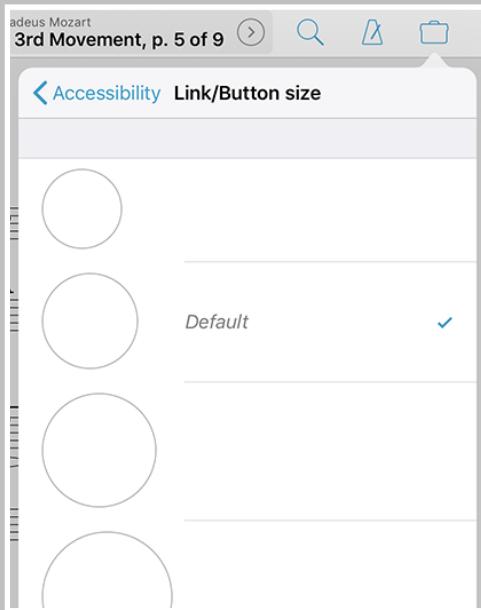
In addition to the Apple Pencil-specific settings discussed above, forScore also includes settings that give you more control over how annotation mode saves your last-used tool or preset.

By default, the last tool you were using to annotate remains selected the next time you enter annotation mode. In the “Annotation Tools” section of forScore’s settings panel, you can change this: either choose which tools can be saved between annotation sessions and which should not, or pick a default drawing preset that will be active each time you start annotating.

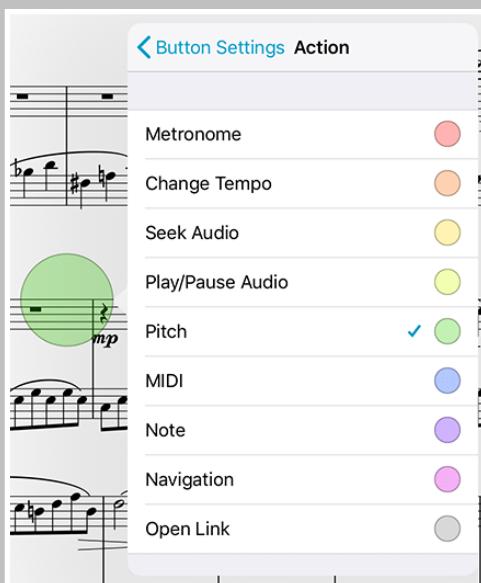
## Variable Width

As you draw, lines can become bolder (based on speed if you’re using your finger, or pressure and tilt with Apple Pencil). Use additional options in the settings panel to control how pronounced this effect is.

# Links & Buttons



Customize the size of links and buttons in the Accessibility section of forScore's settings panel to better suit your needs.



Tap and hold a button to edit it

## Links

Create a link between two points in your score to handle repeats with a single tap. Every link that you create consists of two components: a blue circle and an orange circle (an activation point and a target point). Blue circles are visible on the page at all times and take you to their destination when tapped. When you arrive, the corresponding orange circle flashes twice, showing you where to begin playing, but remains invisible the rest of the time.

*Note: Links don't have to be on different pages, they can also be used as visual cues on the same page. If you're using forScore in landscape mode, it even scrolls up or down if necessary.*

To create a link, select "Link" from the tools menu, and you'll see a new screen appear with two copies of the current score displayed side-by-side. Use the seek bar or swipe to flip through the pages of either stack.

Tap anywhere on the left-hand page to create a blue circle, and tap anywhere on the right-hand page to create a corresponding orange circle. Both points are required to create a link. If you need to adjust the placement of a link point, simply tap the screen again in the correct position and the circle will move.

*Tip: Tap and hold the page for a moment and a magnifying glass will pop up just above your finger, letting you position your links more precisely.*

## Buttons

Like links, buttons are tappable dots that can be placed anywhere on the page. Unlike links, however, buttons work alone and can be customized to perform a wide range of actions. They can open a score or bookmark, send MIDI commands, start or stop the metronome or change its tempo, control audio track playback, play a pitch, display a text note, and more. Each type of action is color-coded and can be customized for easy recognition.

Although you set up your button's action when you create it, you can still edit it after you've created it: just tap and hold your finger on the button until the editing interface appears.

## Editing Links and Buttons

To delete or reposition a link or button, enter annotation mode by choosing "Annotate" from the tools menu or by tapping and holding the page for a few moments. With the erase tool selected, tap a link or button to remove it. If any other tool selected, links and buttons will appear as white circles that can be dragged around on the page.

Note that only the blue 'source' dot of a link can be edited after creation. If you need to move the orange 'destination' dot, you'll have to delete the link and recreate it.

# Rearrange

Take charge of your music by reordering, duplicating, rotating, or removing pages. Save the results as a new file or replace the original.

*Note: Rearrange is not available for password-protected files.*

## Editing a Score

While links are a great visual way of dealing with repeats, they still require that you reach up and tap on the screen. Rearranging a score in advance, however, ensures that the next page is always the correct one—it's great for musicians who use the autoturn feature or a foot pedal to turn pages.

While viewing the score you'd like to edit, choose "Rearrange" from the tools menu. The system will take a few moments to generate thumbnails for each page, and then you'll be ready to customize your score's layout.

Drag pages around on the screen to rearrange them, and use the toolbar along the bottom of each thumbnail to remove, rotate, or duplicate it, or to create a new section beginning with it (use sections to split up large files).

## Adding Pages

While rearranging one file, tap the new + button at the bottom of the screen to add the pages of another score or bookmark to your workspace. You can also add a fully annotatable blank page.

## Saving a Score

When you're done adjusting your score's layout, tap "Save As..." to create a new file or "Save" to permanently overwrite the original file.

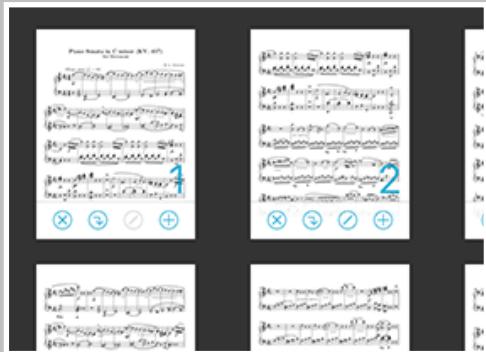
"Save As" copies the original score's information but does not duplicate its versions. "Save" overwrites the original file and cannot be undone, and all score information (including versions) is updated as needed.

In both cases, Links and Bookmarks are preserved and updated as long as their start and end pages haven't been removed and, in the case of Bookmarks, that they haven't been inverted (a bookmark's start page must precede its end page).

Keep in mind that some files use special fonts that iOS cannot reproduce, and in some cases this can result in missing text or blank pages. Before overwriting any file, we strongly recommend that you save a copy first to ensure that the results are usable.

If you've split the file into multiple sections, the "Save" button won't be available, but you can use the "Save As..." button to create a set of new, sequentially numbered files.

*Tip: Use the "white marker" annotation preset or the rectangle shape to cover up the portions of repeated pages that you don't need to play again. Since each page includes its own annotations, you will still be able to see that information on other copies of the page.*



# Versions

## About Versions

Scores in your library can have a lot of information associated with them, including metadata, annotations, links, notes, and more. In some cases, you may prefer to work with the same file but with different sets of information depending on the context.

A music teacher, for instance, might want to keep multiple sets of information for the same piece depending on the student they're currently working with. Some people prefer to keep separate notes for practice or performance. For others, it's a way of backing up and restoring individual scores independently of the rest of their library.

In the tools menu, choose "Versions" to show the version tray. From here you can view all of your versions for the current score, create new ones (up to 24), and update or restore an existing version.

## Creating Versions

As long as you have fewer than 24 versions, the last item in the tray (all the way to the right) will be the "Add Version" button. Tap it, enter in a name, and tap the "OK" button to create your new version. You'll see it appear at the end of the list with an arrow next to the title, indicating that it's the most current version.

## Viewing Versions

Swipe left or right to see up to 4 pages of versions (3 in landscape orientation), and tap any version to see more information about it. You'll see the version's screenshot, date created, and metadata.

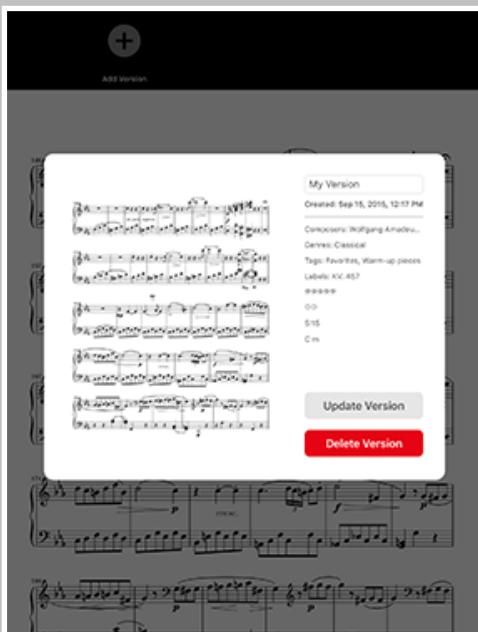
## Working with Versions

Any time you create or restore a version you'll see an arrow appear next to its name, indicating that it's the most current version. Changes that you make to your score during this time aren't saved automatically, but you can update it at any time by pressing the "Update Version" button in the version's info panel, and if you decide to restore another version you'll be prompted to update the current version first.

*Note: Versions can be created for both files and bookmarks, but it's generally a good idea to stick with one or the other for each PDF in your library. Using versions with a file and its bookmarks concurrently is not recommended.*



The Versions tray is where you manage and use multiple sets of information for a single file



Tap any version to find out more about it, restore it, update it if it's the current version, or delete it

# Store

We know how hard it can be to find high-quality scores online that don't force you into using proprietary systems or obscure formats, which is why forScore includes an in-app purchase storefront. It's the best place to discover, preview, and download free and paid PDF scores that are perfectly optimized for the iPad.

## Finding Scores

The storefront can be accessed by selecting the "Store" entry in the tools menu, and lets you browse by artist, genre, instrument, and publisher. Tap on a score to see details about the piece, including a preview of the first page, a description of what it contains, and more. You can also switch between "browse" and "purchases" at the bottom of the screen to monitor your downloads or to access and re-download any previously purchased scores.

## Purchasing and Downloading

Your Apple ID is your gateway to purchasing digital content, so you don't need to worry about entering your credit card information into the app. The download button next to each score tells you the item's price—tap the button to purchase the score, then once more to confirm. The app will prompt you for your Apple ID authorization, then begin downloading your file. When the download is complete, the button will change to a blue Purchased button, and the score will be immediately available in your forScore library. You can check the status of downloads and review your purchase history in the Purchased section of the Store.

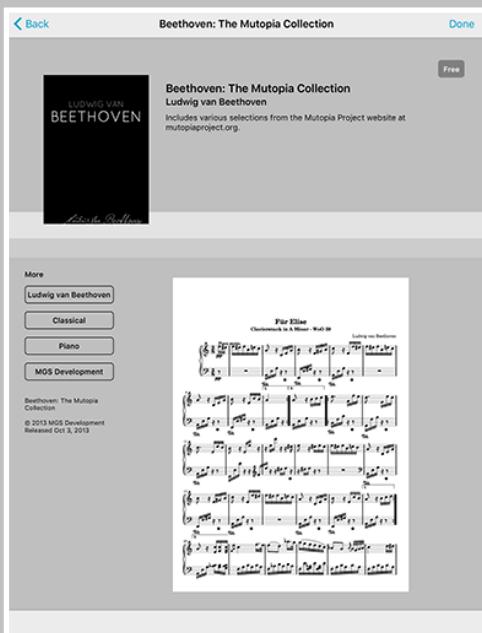
If you accidentally delete a purchased score from your library, don't worry! You can re-download the original content at any time at no additional charge. Just return to the Purchased section of the Store and tap on the "Purchased" button to download it to your library again. You can also use the Restore function to unlock any previous purchases that you may have made from another iPad or with a different Apple ID, then re-download them as needed.

## Copy Protection

Publishers may elect to use copy protection with some or all of their scores, changing how you can work with these files in several important ways. These files can be backed up to a computer for safe keeping, but they can only be viewed on the iPad that was originally used to download them. They cannot be shared, printed, or rearranged.

To view protected files on another iPad authorized with your Apple ID, you must re-download those files through the storefront. As long as you use the same Apple ID each time, you won't be charged more than once.

*Note: Protected files are listed with the letters "DRM" below the title in the storefront's detail view. You'll also see an additional notice below the copyright on the lower left-hand side of the screen.*



# Services

## Getting Started

The Services panel lets you work with files stored in cloud storage services ([Dropbox](#), [Google Drive](#), [Microsoft OneDrive](#), and [Box](#)) or to download your purchases from content providers ([Musicnotes.com](#)). Tap the + button in the top left-hand corner to pick which services you use. When you're done, select a service from your accounts and log in when prompted if needed.

## Cloud Storage

Once you've logged into a cloud storage account, you can navigate through your folders and see your files. You can upload, download, move, and delete supported file types including PDFs, forScore-specific formats (4SC, 4SS, and 4SB), audio files, comma-separated value (CSV) files, and some text formats (TXT, RTF, DOC, and DOCX) which are automatically converted to PDFs for you once downloaded.

Tap on a file to download it, and a copy will be saved into your forScore library. If a file with the same name already exists in your library, you'll be asked to duplicate or overwrite the file, or to cancel the transfer. Tap the stop button in the middle of the progress wheel to cancel a file transfer.

You can also move your files: while in edit mode, tap to select one or more files, then choose "Move" from the control bar. The selected files will turn blue, and you'll be able to select directories or use the back button to navigate to the desired destination. When you're ready, tap the "Move" button once again to send the selected files to the current directory.

To upload files, tap the upload button in the control bar. You'll be presented with a searchable list of all the files in your library, and you'll also see an option in the lower right-hand corner to use the forScore-specific 4SC file format which includes annotations, metadata, links, and more. Tap a file to select it, then tap the "Upload" button in the upper right corner of the menu to begin the upload process.

## Files (iCloud Drive) and Other Services

The Services panel can also be used to access iCloud Drive and third-party cloud storage (including FTP, SFTP, or WebDAV servers) through a system-provided interface. Visit [forScore.co/kb/cloud-services/](#) to learn more.

## Content Providers

[Musicnotes.com](#) purchases are listed by title and composer (or primary performer) and can be sorted by these values, date purchased, or by key. Tap any item to download it as a standard PDF file, or tap "Edit" to select multiple files and download them all simultaneously.

*\*While we provide access to some third-party services through our app, we have no control over their service or terms and conditions, both of which are subject to change at any time. Please be sure to visit their respective websites if you have any questions prior to signing up or using these service.*

# Darkroom

Quickly digitize any paper score on the go. Snap a photo of each page with your iPad's camera or add images from your Photos library. Adjust your images as needed, then let forScore turn them into a standard PDF file. Get high-quality results without getting anywhere near a flatbed scanner.

## Getting Started

To begin, tap the camera icon and take a photo of each page in order, then tap the Done button. Or, to use existing images instead, tap the photo icon and select each image you'd like to use.

*Note: The first time you use either of these methods to add photos to Darkroom, iOS will prompt you to grant forScore access to your device's camera and/or photo library. Darkroom cannot function without permission to access at least one of these. If you decline, you will not be prompted a second time; you must use iOS' Settings app to change these permissions. (In the "Privacy" section, see "Photos" and "Camera.")*

Tap on any thumbnail to see a full-screen preview, or tap and hold one for a moment to drag it around on screen and reorder your images as needed. If you need to remove an image, tap the blue circled "x" in the top left-hand corner of each thumbnail. When you're done, tap the "Save" button and supply a filename to create your new PDF.

## Rotating Images

While viewing a full-screen image preview, use the arrow buttons in the top right-hand corner of the screen to rotate your image 90° clockwise or counter-clockwise. You can also rotate images from the main thumbnail view by placing two fingers on a page and rotating them.

## Adjusting Images

For the best results, you need to account for lighting and other factors that can turn your perfectly legible sheet music into a muddy mess.

Darkroom's Enhance tool analyzes your photo and applies a set of filters to give you much better results with just a single tap. It adjusts the tone, highlights, and shadows of your image automatically and intelligently. For more fine-grained control, use the Adjust tool to manually change your image's saturation, contrast, and brightness levels.

These tools are available from the main thumbnail view and in each full-screen preview, so you can use them to adjust a single image or all of your images at once.

## Cropping

Perfectly framing your shot can be tricky, but with the Crop tool you don't have to. While viewing a full-screen image preview, select the Crop icon to begin and forScore will attempt to automatically detect the edges of your page. Drag the handles to perfectly align each corner—they move independently of each other, allowing you to account for perspective and rotation while removing excess margins.



# Cue

Our remote control system, Cue, allows you connect multiple iOS devices together wirelessly to coordinate your page turns and program changes. It uses both Wi-Fi and Bluetooth to discover and communicate with nearby devices, and performance may vary based on environmental factors.

## Roles

In order to properly coordinate your actions, Cue requires you to pick a role when initiating or joining a session. A “Leader” is responsible for turning pages and navigating between different scores or bookmarks in their library. A “Follower” lets their device follow along automatically, either by responding to page turns, program changes, or both.

*Note: A Program Change is how we refer to navigation between songs. When a leader opens a new score or bookmark from their library or flips from the end of one piece to the beginning of the next, that's a Program Change.*

Tap the Cue icon in the tools menu or from the main view’s control bar, if available, to choose your role: “Lead,” “Follow Page Turns,” “Follow Program Changes,” “Follow Both,” or pick “Dual Page mode” (discussed later in this section). The Cue icon will change based on your current status and role, and you can tap this icon a second time to open the Cue connection panel:



Your device is disconnected, tap this icon to begin using Cue



Your device is available and looking for nearby devices



Your device is Leading and connected to one or more peers



Your device is Following a nearby device

## Device-Specific Considerations

Page turns work differently depending on your device’s orientation and settings. If a leader is using their device in landscape orientation, forScore will send page up and down messages but only other landscape-oriented devices will respond. Similarly, half-page turn messages can be sent by a leader who uses them, and only the connected devices who are using portrait mode and who have half-page turns enabled will see the effect.

## Dual Page Mode

When using forScore or forScore mini on one device and the standalone Cue app on another, a special Dual Page mode lets you view two full pages side-by-side. One page appears on the primary device, and Cue displays the next page wirelessly. Tap or swipe on either screen to advance, two pages at a time. Links and buttons are also supported on either screen, so you don’t have to worry about which device you need to tap.

# Devices

## Bluetooth Smart

Newer Bluetooth devices use Bluetooth 4.0 (aka Bluetooth Smart). It's far more power efficient than earlier versions of Bluetooth, so you'll get better battery life for both your iPad and your gadgets. With a compatible iPad (iPad 3 or newer, any iPad mini), forScore can connect to these devices:

- IKMultimedia iRig BlueBoard & iRig BlueTurn
- Turn Touch Remote
- FiftyThree Pencil\*
- Adonit Jot Script/Touch\*
- Wacom Bamboo fineline\*

To learn more about any of these accessories, visit [forScore.co/extras](http://forScore.co/extras) and use the links there to visit each device's product page.

## Managing Devices

When you open the Devices panel, it will begin scanning for any nearby peripherals that it knows how to communicate with. New devices show up in the 'available' section while any devices that you've previously used appear in the 'favorites' section. Favorite devices automatically reconnect so you don't need to return to this panel each time you want to use them.

Tap on any device in either list to connect or disconnect it, and tap the info button on the right-hand side of any connected device to see more information about it and configure it, if applicable.

Use the switch in the bottom right-hand corner of the panel to turn forScore's device scanning on or off as needed.

## Options

The first time you connect to a stylus, you'll be asked if you're right- or left-handed. We use this information to provide palm rejection, so you can write with a stylus with your palm or wrist on the screen. Tap the info button next to your stylus to change the 'hand' setting if needed.

A device's buttons can be used to trigger common actions via the "Page turners & shortcuts" section of the settings panel. Click or click and hold to configure up to two actions per physical button.

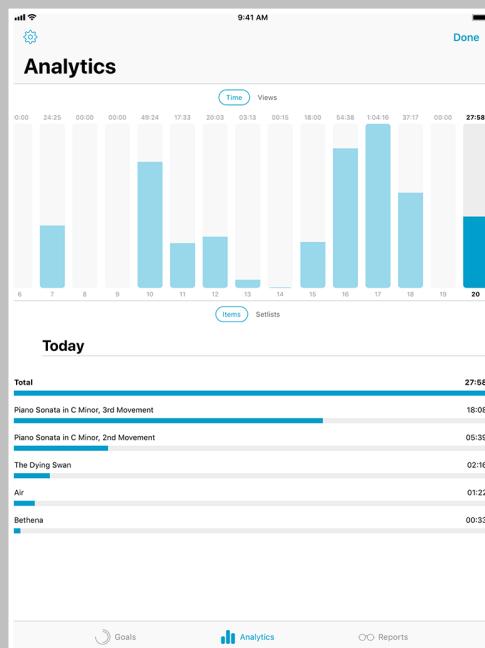
## AirTurn PED

The Devices panel also provides access to the AirTurn SDK, which allows you to use your AirTurn PED with forScore.

\* Apple Pencil and styluses like the Logitech Crayon that use Apple Pencil technology offer a much better experience than the older drawing accessories listed above. Adonit, Wacom, and FiftyThree styluses are not actively supported and forScore's integration with them is offered as-is. If you have an iPad that supports Apple Pencil or similar modern alternatives, we strongly encourage using them instead.

# Dashboard

If you allow it, forScore can track which scores, bookmarks, and setlists you view and for how long. With this information collected, the Dashboard feature in the tools menu can give you valuable insights into your playing habits and helps keep you on track. Three tabs along the bottom of the screen give you different ways of viewing and using this information:



## Analytics

The Analytics tab shows information collected over the past ninety days. It can show you statistics for either items (scores and bookmarks) or setlists, and displays either the total amount of time you spent playing or the number of views.

Tap on any day to see a detailed list of items or setlists in the lower portion of the screen. This list shows everything you viewed on that particular day and is sorted from most played or viewed to least. You can tap on any item or setlist in this list to see how often you've viewed or played it over the past ninety days.

## Goals

The Goals tab helps you reach a minimum number of views or amount of play time for each day, week, month, or all time. Goals can be item- or setlist-specific, or they can be more general.

The main list of goals shows your current progress as a circular view and, if your goal is time-specific, uses an additional view in the lower left-hand corner to show your results for the previous term. For instance, a weekly goal would prominently display this week's progress with a smaller view for last week's results.

Tap a goal to edit it or to view your results for the past ninety days. The timeline along the top of the screen shows your results for the past ninety days: tap on any of these graphics to share your progress with friends or colleagues via email, message, Twitter, Facebook, and more. It's a great way to hold yourself accountable or to share your success.

## Reports

The Reports tab lets you periodically share more detailed information with a colleague or instructor as a PDF document. To begin, create a new report template and tap the circled arrow button to edit it.

Here, you can customize your report to display progress for all items and/or setlists or for one in particular. Select day, week, or month, and choose how far back you'd like the report to go. Once you're done, tap the back button and tap the report to view its results and use the action button in the top right-hand corner to share it.

*Note: The information forScore collects is stored locally on your device. It doesn't get sent to any servers, and won't be shared with anyone unless you specifically choose to do so. Visit [forscore.co/privacy](https://forscore.co/privacy) to learn more.*

# Accessibility

forScore includes several Accessibility options in the settings panel that can help you get more out of the app.

## Reflow

Although forScore can't interpret the notes in a PDF file, it can detect where important information is generally on each page. With Reflow, forScore takes that information, magnifies and redraws it, then lays it out end-to-end so you can read your music in one long line—like a horizontal teleprompter. Reflow gets you most of the way there with its smart detection, and if it gets something wrong you can correct it quickly and never worry about it again.

To use Reflow, begin by enabling it in forScore's settings panel, under 'Accessibility.' Once that's done, Reflow will show up as an option in the tools menu and the main view's title display.

*Tip: The title display's shortcut buttons are rearrangeable: tap the edit button on the far right of the second page of shortcuts to move the Reflow button to the first page for easy access.*

Select Reflow in either location to begin using it and you'll see a few new controls appear: Edit, zoom, navigation mode, and an exit button.

### **Editing Zones:**

The Edit button allows you to adjust Reflow's zones if needed. You'll see them as gray rectangles—tap once to see its resize controls, and tap again to show the delete option. Drag the green control at the top of each rectangle to downward to split it horizontally into two new areas.

You'll see a control bar along the bottom of the screen: use the + button at the bottom of the screen to create a new zone, use the arrows to move between pages, and drag the set of three lines on either end of the control bar to drag it up or down and out of your way.

### **Zoom:**

Zoom in or out to find the best magnification for you—up to twice as large as the original page.

### **Navigation:**

Choose to page or scroll through your music. In Page mode, tapping on either side of the screen will shift the music over by half of your screen's width. In Scroll mode, your music will scroll by continuously: tap the left side of the screen to slow it down or the right side to speed it up. Tap in the center of the screen to start or stop scrolling.

## More

Other Accessibility settings allow you to disable Drag and Drop gestures, customize forScore's interface color, change the metronome's sounds, adjust the default size of links and buttons, or use full-screen menus.

# Sharing & Files

With iOS 11, Apple introduced new ways for apps to work together that has important implications for the documents you store within forScore and share with other apps.

## Documents

Every app has its own Documents directory where they can store a user's information. If you've used iTunes' File Sharing panel before, this is the directory you were working with.

forScore's Documents directory can also be accessed directly through the Files app included with iOS 11. Choose "On My iPad" from the Locations list in the app's sidebar to see app folders for forScore and any other apps on your device that store data in their own Documents directories.

Working within forScore's Documents directory through the Files app carries the same implications as working within the iTunes File Sharing panel does—delete files here and they'll be permanently removed from forScore. We do not recommend renaming PDF files here as doing so will remove that file's metadata, annotations, and more.

*Note: If you want to rename PDF files stored in forScore's Documents directory, use the metadata panel to change its title instead and the filename will be updated to match it as closely as possible.*

## Considerations

In older versions, files stored within forScore were only accessible through the app or iTunes' File Sharing panel. Sharing content with other apps always sent a copy to the other app, so the original was never modified.

Now, forScore supports in-place editing which allows two apps to access the same file in some cases. If the other app has been updated to support this feature, it can open and display the file without copying it first. If that app provides editing capabilities and you use it to modify the document, those changes will immediately take effect within forScore as well.

It's important to note that this applies to all of the files stored in forScore's Documents directory, no matter how you're accessing them. Whether you're sharing them from within our app, accessing them through the Files app, or using a third-party app to open it, these documents can now be permanently edited by the apps you work with.

Files not stored in the Documents directory are not affected. For instance, when you use forScore to share a score as an annotated PDF or a 4SC file, these files are created on-demand and are not stored permanently within forScore. Since they're stored in a different location, other apps can't modify them, they can only copy or transmit them (such as uploading a file through the Dropbox app).

# Backups

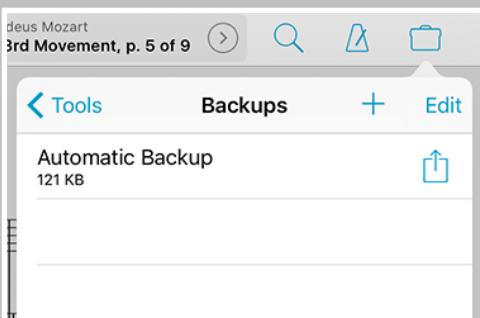
In case your device is lost or broken, and to make upgrading to a new device easier, Apple allows you to back up your entire device using iTunes on a computer and/or to iCloud. These device backups can be used to restore all of your apps, content, and settings at once, but they can't be used to restore content for just one specific app. That's why forScore includes a Backup utility in the tools menu that can be used to create forScore backup (4SB) files that allow you to safeguard and restore forScore's information without affecting other apps on your device.

*Note: To give you the best possible experience and to ensure that your content is always available at a moment's notice, forScore does not sync your content or store it in iCloud like some other apps do. If you delete forScore, all of your content is erased and there is no way for us to recover your information. As such, it's essential to regularly back up your music library using the methods described on this page.*

## 4SB Backups

Every app has a "Documents" directory, and scores and other content you add to forScore are stored here. (You can see the contents of this directory using iTunes' File Sharing panel.) Other information, like annotations and setlists, are stored elsewhere and can't be easily accessed or backed up. A forScore Backup compiles this other information and stores a copy in the Documents directory as a "4SB" file so you can copy it to your computer or upload it to the cloud. Backups do NOT contain your scores, just forScore's information about them, so they **cannot be used on their own**.

*Note: Backups reference your scores by title/filename, so if you've renamed of any of your scores since creating a backup that file's information won't be restored.*



As a precaution, forScore automatically creates a backup file each time you launch the app. It keeps the current backup and another one from the previous day (or the last calendar day you used the app).

## 4SB Archives

With forScore 10.4.7 or later, you can also create an archive which contains all of the same data as a backup, and also includes a copy of every item in forScore's Documents directory (i.e. all of your sheet music). Because it duplicates all of this content, archives take up far more space on your device, but they do not depend on any other files and **can be used as-is to migrate or recover your entire forScore library**.

## Using Backups

To create a backup, choose "Backup" from the tools menu and tap the + button. Tap any existing backup in the list to restore all of its content (and settings, if needed). Tap the action button to the right of a backup to share it, or use the Files app or iTunes' File Sharing panel to copy it elsewhere.

## Moving Your Library

In most cases, restoring your device from an Apple backup during setup is the best way to migrate to a new iPad. Otherwise, the easiest way to transfer your data is to create a 4SB archive on the source device, then copy and restore it on the new device. If you do not have sufficient free space available on your old device to create an archive, visit [this page](#) for the most up-to-date, detailed instructions.

# Settings

## Navigation

**Gestures:** Configure forScore's taps, swipes, and shortcuts to better suit your needs.

**Page turners & shortcuts:** Use keyboard shortcuts, MIDI signals, or page turner pedal presses to trigger certain actions, and choose to allow page turners to function while in annotation or crop mode.

**Search:** Adjust which kinds of results are shown and in which order, how many recent items are listed, and more.

**MIDI:** Toggle the ability to send and receive MIDI commands or use the piano keyboard as a synthesizer.

**Page transitions:** This setting affects the transition animation that is used when turning pages.

**Flip between scores:** Choose when to advance from the end of one score to the beginning of the next, like a book.

**Two-up page advance:** Choose whether to advance one or two pages at a time when using two-up mode.

**Up next:** See the next queued item's title in the status bar when you reach the last page of the current item.

## Appearance

**Gradient effect:** Applies a subtle gradient effect to pages, simulating natural lighting and reducing eye strain.

**Sepia effect:** Tint forScore's views for a warmer, more natural color.

**Always show seek bar:** The seek bar (the dotted line along the bottom of the page) usually appears and hides along with the control bar. Enabling this setting keeps it on the screen at all times.

**Always show tab bar:** Prevents the tab bar from hiding automatically when only one tab is open.

**Always show playback controls:** Shows the rewind, play, and pause buttons even when other controls are hidden.

**Show status bar:** Controls whether the system status bar along the top of the screen is visible while using forScore.

**Scale text annotations:** Enables a more accurate method of scaling text annotations when switching between portrait and landscape mode. Because this affects existing annotations, it is disabled by default for users of previous versions.

**PDFKit Page Rendering (iOS 11):** Improves compatibility and annotation rendering with slight aesthetic differences.

**PDF annotations:** Choose which kinds of embedded PDF annotations should be visible (and interactive, if applicable).

## Metadata

**Score menu includes bookmarks:** Bookmarks typically appear in two places—the bookmarks menu itself, and alongside other files in the score menu. Disable this to hide bookmarks from the score menu.

**Smart sorting:** When enabled, items are sorted by ignoring common prefixes like "the," "a," or "an."

**Sort composers by first name:** Alphabetizes by first word in the composer value instead of the last word.

**Automatic fetching for new files:** Allows forScore to scan new files for PDF metadata and import it automatically.

**Use external audio:** When forScore launches, it checks to see if the iPad's audio system is currently in use. If so, this option will allow you to control playback of that track, temporarily overriding any linked tracks.

**Use system audio engine:** Uses iOS' shared music player instead of forScore's internal engine, whenever possible.

## Annotation

**Apple Pencil:** Allow forScore to automatically enter and/or exit annotation mode when Apple Pencil is used.

**Annotation tools:** Control how forScore saves your last-used preset between annotation sessions.

**Variable width:** Adjust how much forScore should emphasize your drawings based on speed or Pencil pressure and tilt.

## System

**Auto-lock:** Disable this setting to prevent the iPad from sleeping automatically while forScore is open.

**Accessibility:** Enable Reflow, change the app's color, use full-screen menus, or use custom metronome sounds.

**Legacy features:** Enable older features that have limited support and may be removed in future updates.

**Restrictions:** Set a passcode and hide certain features.

**Reset:** Restore default app settings, stamps, or drawing presets, or scan your library and remove any unused data.

# Drag and Drop

If you're using iOS 11 or later, Drag and Drop gestures make working with forScore much faster and more intuitive. In almost every case, Drag and Drop provides a second way of doing things, rather than enabling entirely new features, so you don't have to use these methods if you prefer the old way.

## Basics

To use Drag and Drop in iOS 11, tap and hold certain items for a moment until they appear to lift off the screen, then drag your finger away from it slightly to begin the drag process. While holding the item with one finger, you're free to use your other fingers to interact with forScore or any other app on your iPad.

In some cases, tapping additional similar items adds them to the drag session (like dragging a score in the Score menu, then tapping other scores to drag them at the same time). You can open and close menus and panels and your drag items will follow your finger as long as it's touching the screen.

When you've dragged your finger over a valid drop zone, you may see some indication that lifting your finger here will perform some kind of action. The drop zone may react by moving or changing colors, or a green "+" badge may appear, for instance, letting you know that dropping the items in this spot will copy them in some way. Each interaction works a little differently, so try some of the following examples for yourself to see how they behave.

## Rearranging Items

Many of forScore's views list items that can be rearranged: setlists and their contents, libraries, audio tracks and MIDI commands in the Metadata panel, accounts in the Services panel, and more. Typically, these items can be arranged by tapping "edit" and then dragging the three horizontal lines on the right-hand side of the cell up or down as needed. With Drag and Drop, there's no need to enter "edit" mode first—simply tap and hold any part of the item until it lifts up and out of the list, then drag up or down as needed.

## Working With Items

Scores and bookmarks can be dragged out of forScore's Score, Bookmark, and Setlist menus, the Search panel, and you can even drag the current item out of the main view's title display (and remember: you can use any combination of these sources to add multiple items to your drag session). Drag any single item onto the page to open it, or drag one or more items into the Tab bar to open them in tabs.

## Working With Setlists

No feature is better suited to Drag and Drop than Setlists. Creating, editing, and organizing your setlists is dramatically simpler and faster using these new gestures. To rearrange setlists or their contents, drag items up or down as discussed in the "rearranging items" section above. You can also drag a setlist into or out of a folder to move it.

To create a new setlist, drop one or more scores or bookmarks into the main Setlists list and supply a name. To add items to an existing setlist, drop them onto the setlist's name and they'll be added to the end of that list. Or, hover over a setlist (or tap it) to open it, then drop the items into the list at a specific point. You can even drag items out from one setlist and into another one to copy items between them.

## Importing & Sharing Files

Drag and Drop isn't just restricted to the same app; you can also drag compatible files into forScore to import them. Drop one or more PDF files into the Score menu to add them to your library, onto the page to import them and open the last one, or drop them into the tab bar to import and open all of them in new tabs. Drop them into the Setlist menu to create a new setlist with them or add them to an existing setlist using the same methods described in the previous section.

Importing works with other files, too. Drop any file type supported by forScore into certain views or panels to import them. Other supported formats include our own 4SC (scores), 4SS (setlists), and 4SB (backups) file types, as well as certain kinds of text and audio files.

You can also drag some items out of forScore to export them: drag a score to share a copy of its source PDF file, or drag an audio track, recording, or backup file to copy it to any other app that accepts them.

## Audio Tracks

forScore uses Drag and Drop to help you work with audio files more quickly and flexibly, too. Drag them into and out of the audio file picker to import or export them, or drag them onto the media box to import them and link them to the current score or bookmark.

If the current track is a locally stored file, you can drag the track's title out of the media box to send a copy to another app. Otherwise, if it's a track that comes from your device's shared Music library, you won't be able to export the file but you can still use Drag and Drop to add the track to another score or bookmark in your library (drop it into the Metadata panel's audio track list).

## Annotating

While annotating, use Drag and Drop to rearrange your drawing presets by dragging them left or right. You can also work with images in several ways: drop an image onto the page (from the Photos app, Safari, or any app that allows you to drag images) and forScore will place it as an annotation. Resize it, reposition it, then tap outside of it to complete the process.

Create new stamps by dragging images from other apps directly into the Stamp Creator's canvas. Use the Selection tool to select an area of drawn annotations, then use Drag and Drop to copy them as an image to other apps. Since you're working with standard images in both cases, you can even combine these two examples to create new stamps from annotations you've previously drawn by hand, all without leaving the app or needing to go to your computer to deal with image editing software.

## Services

In the Services panel, use Drag and Drop to move files between folders or drop certain things here to upload them. Drag audio files, backups, or CSV files into the Services panel to upload them as-is, or drop a score, bookmark, or setlist here to pick a format first.

## MIDI

Drag commands between the various MIDI sections in the Metadata panel and the Button editor to copy them, or drag commands onto the page to create a new button with them.

## More

There's a lot you can do with Drag and Drop—even more than we've already discussed—so we can't cover every possible combination here. For a more exhaustive list of possible interactions, visit [forScore.co/drag-and-drop](https://forScore.co/drag-and-drop).

## Disabling Drag and Drop

Some users may find that iOS' Drag and Drop gestures interfere with their ability to work. Although iOS does not currently provide a system setting to disable them, forScore offers an option in the Accessibility section of its Settings panel called "Drag and Drop" that significantly alters how it utilizes these gestures. When this setting is disabled, forScore does not make items available for dragging and most interactions return to how they worked with older versions of iOS.

Note that this setting does **not** affect how forScore receives drop gestures originating from other apps, however, so you can still do things like drag a PDF file from the Files app directly into forScore to import it.